



# Network Access Request Form

Information Technology Services - Massachusetts Department Of Public Health

Please be advised that all network account requests need to be submitted a minimum of one week prior to user's start date.

Create a New Account

Modify Existing Account

Delete Existing Account

User Name/s

(If bulk modifying, please separate with commas)

Stephen, Ridley

## GENERAL INFO

First Name  M  Last Name   
Start Date  Employment Status  End Date   
\*If NOT a State Employee.  
Division  Supervisor   
Site  Room / Cubicle  Phone #

## SECURITY ACCESS

(Convenient) Please give user same rights as:

User Groups:

Add - Remove

Access to folders.

None - Read Only - Full

<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/>	<input type="checkbox"/>

## E-MAIL

User will not automatically receive an e-mail address, unless specifically requested in this section.

Email Account

Mailbox Size:

Distribution Lists

<input type="checkbox"/>	<input type="checkbox"/>

Add - Remove

## ADDITIONAL

The following may require additional forms  
Please check all that are required

Additional Software:  
(Photoshop, Visio, etc.)

Additional Applications:  
(MMARS, Meditech, etc.)

Desktop Computer  
 Laptop / Notebook  
 BlackBerry

VPN  
 Mainframe Access  
 UAID

Other

<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/>	<input type="checkbox"/>

Notes: (When requesting a user termination, please specify if and who should receive a copy of user's files)

Mr. Ridley retired 5/4/09 his files should go to Elisabeth O'Brien.

Requested By:

Julianne Nassif

Date

May 5, 2009

Approved By:

Julianne Nassif

Date

May 5, 2009